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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

July 31, 2006

TO: Local and Intermediate School Superintendents, Public School  
Academy Directors, Nonpublic School Administrators, and  
Residential Child Care Institution Administrators

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: Free and Reduced Price School Meals Application

All school districts preparing the Free and Reduced Price School Meals Applications for distribution for the 2006-2007 School Year should follow the prototype application posted on the United States Department of Agriculture School Meals Web site. The prototype application asks an individual to disclose his or her Social Security Number (SSN). The Web address listed below is a link to the Social Security Web site that answers the question, **"When am I legally required to provide my Social Security number?"**

[http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/std\\_adp.php?p\\_faqid=78&p\\_created=955482891&p\\_sid=8BdThqci&p\\_lva=&p\\_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NjUmcF9wcm9kcz0mcF9jYXRzPSZwX3B2PSZwX2N2PTEuMTYmcF9wYWdlPTI\\*&p\\_li=&p\\_topview=1](http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/std_adp.php?p_faqid=78&p_created=955482891&p_sid=8BdThqci&p_lva=&p_sp=cF9zcmNoPTEmcF9zb3J0X2J5PSZwX2dyaWRzb3J0PSZwX3Jvd19jbnQ9NjUmcF9wcm9kcz0mcF9jYXRzPSZwX3B2PSZwX2N2PTEuMTYmcF9wYWdlPTI*&p_li=&p_topview=1)

School districts must request a SSN on the School Meals application. There are legitimate concerns over misuse of identity information. Applications containing information such as SSNs must be handled and stored in a responsible manner that maintains privacy, confidentiality and security at all times.

Questions regarding the Free and Reduced Price School Meals Application should be directed to School Nutrition Training and Programs office at (517) 373-3347.

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